



CITY OF SEDONA

Sign Permit Application

Deposit: _____

Date Received: _____

Permit: _____

Please be advised that if your property is located within the Sedona Main Street District, it will be subject to additional review.

Assessor's Parcel #:	Location Address: Building Name, if applicable:		
Business Name:	Business Owner Name:		
New Business: Yes No (circle one) If yes, have you applied for or received your required Occupancy Permit? Yes No (circle one)			
Owner: New Existing (circle one)		Phone:	
Local Contact or Manager:		Phone:	
Mailing Address:			
City:		State:	Zip:
Sign Contractor (Required Information):			Phone:
Address:			
License #:		Class #:	

Type and Quantity of Signs: (Check all that apply)

	Quantity	Lighted (Y/N)		Quantity	Lighted (Y/N)
<input type="checkbox"/> Freestanding			<input type="checkbox"/> Wall		
<input type="checkbox"/> Marquee			<input type="checkbox"/> Directional		
<input type="checkbox"/> Directory			<input type="checkbox"/> Awning/Canopy		
<input type="checkbox"/> Under Canopy			<input type="checkbox"/> Other		

Indicate type of materials used for each sign: _____

Signature: _____ Date: _____



CITY OF SEDONA
DEPARTMENT OF COMMUNITY DEVELOPMENT – 928-282-1154

SIGN PERMIT REQUIREMENTS

A sign permit is required when installation of a new permanent or temporary sign or substantial alteration of an existing sign is proposed. Standards relating to the uses, locations, types, heights, colors and illumination of signs are as set forth in the adopted Sign Regulations of the City of Sedona. Copies available upon request.

A *completed* application addressing *all* required submittal information must be provided prior to the acceptance of permit fees or deposits.

Please be advised that new businesses or new business owners are required to obtain a Tenant Occupancy Permit prior to occupancy of any building.

A licensed sign or other approved contractor is required for the installation of all permitted signs.

MINIMUM SUBMITTAL REQUIREMENTS FOR PLAN REVIEW:

- ☐ Sign Permit Application completely filled out
- ☐ 2 complete sets of plans
- ☐ \$25.00 plan review deposit

PLAN REQUIREMENTS:

Site Plan Drawn to scale and including the following:

- ☐ Property lines with dimensions, abutting street right-of-way, easements, driveway, curbs and sidewalks. Include dimensions of street frontages.
- ☐ Location of all existing signs and proposed new signs. Identify signs to be removed.
- ☐ Building dimensions, parking areas, and if applicable, adjacent buildings or structures.
- ☐ Location of utility lines, poles, and outdoor lighting fixtures.
- ☐ Location of landscape areas and existing trees.

Building Elevation Profile view from the street towards the building(s), fully dimensioned showing rooflines, windows and doors, awnings and site features, include the following:

- ☐ Location of existing and proposed wall signs. Identify signs to be removed.
- ☐ Height of signs measured from grade.
- ☐ Dimension of wall that sign is located on.
- ☐ Frontage of building(s) facing street(s) in feet.

Sign Plan Show elevation of sign, dimensions, foundation detail, colors, materials, style of letters, copy, illumination and include the following:

- ☐ Length, width and depth of sign area and of individual letters.
- ☐ Structural and foundation details of freestanding signs.
- ☐ Electrical connections and wiring detail.
- ☐ Source of illumination and combined wattage (if any).
- ☐ Additional color and material samples, as may be requested.

NOTE: Sign permits expire if authorized construction work does not commence within 90 days from the date of issue or if, at any time prior to final inspection and approval, the work is suspended or abandoned for a period of 90 days.

Please Include all structures, street(s) location(s) and locations of all proposed signs below